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MEMORANDUM FOR: CIA Career Council

SUBJECT : Notes on Career Council Meeting on 25 May 1961

A summary of the 65th meeting of the Career Council held on 25 May 1961 is given below. The minutes of this meeting will be submitted as usual for the approval of the Council at the next meeting.

1. Minutes of the 63rd and 64th Meetings

The minutes of the 63rd (14 November 1960) and 64th (7 February 1961) meetings were approved as submitted.

2. Consideration of Draft Regulation No. Categories of Personnel 25X1

The Council reviewed and discussed the proposed Categories of Personnel. It was agreed that the regulation should be sent out for the comments and/or concurrences of the three Deputy Directors on a priority basis. A transmittal will be attached which will reaffirm the intention of the Agency to foster career service in the Agency and to identify the body of employees who accept the responsibilities of career service and thus would be considered Career Employees. It is also the intent of the Agency that those employees who were previously selected for membership in the Career Staff would be considered Career Employees.

3. Review of Retirement Policy

a. The Council reviewed the progress made by the Agency in encouraging retirement of personnel when eligible. The retirement policy, the procedures of the Retirement Board, and the principle of varying standards among the three Deputies were approved.

b. The Council further agreed that no change in the Retirement Board membership should be made for at least a year, but approved in principle the idea of rotation of one member a year, starting about 1 July 1962.

c. The Council decided that a letter should be sent to individuals five years in advance of eligibility for retirement. These letters would be sent by the Executive Secretary of the Retirement Board directly to the individual with copies to his supervisor. A letter would also be sent to the individual's supervisor two years in advance of eligibility for retirement for necessary action of the supervisor.

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25X1

- d. It was agreed that the draft regulation on retirement, now being reviewed by the Retirement Board, should contain a statement of the Agency's need for and objective in establishing the retirement policy. The policy should be flexible but no mention should be made of compassionate reasons for extensions.

25X1

4. Personnel Development Board

The Council agreed that the Personnel Development Board should be activated immediately. The members are: The Director of Training, the Director of Personnel, [redacted] (DDI), Mr. [redacted] (DDP), and Miss [redacted] (DDS). At its initial meeting, the Board will review and revise the present draft regulation to define its objectives and charter.

25X1

5. Career Service

- a. The Council agreed that action should be taken to firm up the Agency's objectives with regard to our career service program.
- b. A proposal was made that the Council or its representatives spend several days at "Isolation" discussing the significance, objectives, and plans for furthering our career service system.

6. Regulation No. [redacted] Separation of Surplus Personnel

25X1

A brief report was given on the status of pending actions under [redacted] Separation of Surplus Personnel.

25X1

7. Early Retirement

The Council agreed that consideration of an early retirement program for personnel in DDP was not possible at the present time and therefore no priority action should be taken in this field. Mr. Echols will discuss this matter with Mr. Bissell.

8. Overtime Policy

The Council concluded that there was no basis or reason to review the present overtime policy, but that the Agency should continue to strive for greater uniformity of application.

9. Fitness Reporting System

The Council desires to have a report made on the fitness reporting system with possible tabulations illustrating significant deviations in standards and practices.

[redacted]

Executive Secretary
CIA Career Council